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20 March 1985

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics First Quarterly Review

1. The Office of Logistics (OL) First Quarterly Review for FY 1985 was held on 13 February 1985 at 0930 hours. Mr. Henry P. Mahoney, Director of Logistics, opened the session by greeting all attendees. He immediately introduced the first speaker on the agenda, [REDACTED]

2. [REDACTED] provided the audience with updates on the OL Recruitment Program and the Student Intern Project. He began by stating that OL recruitment in FY 1984 did not produce a well balanced occupational mix. Consequently, the office completed the fiscal year at two under allotted ceiling and is currently in need of qualified contract officers, engineers, and printing and photography specialists. As a result, two OL careerists have been appointed to work on office recruitment needs. They will serve as a focal point for all prospective OL employees and will assist the Office of Personnel in tracking the 120-day processing cycle.

3. Regarding the Student Intern Project, [REDACTED] explained that a Logistics co-op program at George Mason University is scheduled to begin in the fall of 1985. OL has been attempting to develop variations of the co-op theme by possibly having students work part-time on a regularly scheduled basis, or putting students on a work course at the end of their sophomore year. Real Estate & Construction and Supply Divisions each have two positions identified for prospective candidates. OL will continue to follow up with George Mason and the University of Maryland to develop and finalize a meaningful co-op program. Furthermore, [REDACTED] said that tuition availability is a large selling point in any co-op program and OL will be pursuing options in this area.

4. Next, [REDACTED] spoke on the establishment of a Configuration Management System. He stated that a series of meetings were held in OL during the reporting period to discuss the configuration management approach. This approach will allow for centralized control of major changes in the Headquarters buildings and will enforce control on changes to facilities which support critical operations. [REDACTED] explained the roles and responsibilities of the Senior and Secondary

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25X1 Configuration Control Boards and said that qualifying projects would be reviewed by these boards. Mr. Fitzwater suggested a sensitivity to flexibility be exercised to ensure the authoritative body doesn't begin micro-managing the system. He said a flexibility in the organization has to be present for individuals to do their jobs. [ ] concluded by stating that further definition will be developed about the levels of control to be exercised by the respective boards. To advance the implementation of CM, the first meeting of the Headquarters Management Board has been scheduled for 4 March 1985.

25X1 5. Improving Vendor Delivery was the next topic on the agenda, and [ ] explained that a paper was submitted in the summer of 1984 indicating a need for a better standard relative to vendor delivery and performance. A branch has now been established within the OL Procurement Division to handle contracts specifically with vendors. The branch will closely monitor performance and delivery and will be tracking the twenty worst offenders. A plan of action on how to cope with violators and other vendor problems will be formulated and reported on later in the year.

25X1 6. [ ] the final speaker of the morning, reported on the status of external buildings. He explained that the Headquarters Operations, Maintenance & Engineering Division (HOME) recently transferred the responsibility for external buildings to the OL Real Estate and Construction Division (RECD). Along with the basic transfer, RECD received 300 pending work requests, many of which had to be revalidated. This backlog, plus the increasing number of jobs received daily, resulted in the following internal efforts:

a. The development of a two-phased effort to handle backlog, contract design and project officer implementation of alterations and repairs.

b. The Field Engineering Branch (FEB) is responsible for large engineering projects.

c. Project officers assigned to EBOB are responsible for small projects and installations

d. A tracking mechanism for work orders was created.

Additionally, OL is utilizing a delegation of authority from GSA to allow CIA to deal directly with building owners to handle Agency alteration needs.

25X1 7. Following [ ] presentation, Mr. Mahoney's final comments  
25X1 included background [ ] space allocation and the

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escalation of secure printing requirements (especially from the Directorate of Intelligence [DI]). He said the DI should provide a full list of documents, the number of pages, and the frequency of printing in order for OL to properly prepare and stamp the publications. Mr. Mahoney then adjourned the session at 1100 hours.

25X1



25X1

DDA/MS [redacted] : 20Mar85

Orig - File

- 1 - DDA Chrono
- 1 - DDA/MS Chrono
- 1 - D/OL

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AGENDA

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

13 FEBRUARY 1985 - 0930 HOURS

STAT

Opening Remarks

Henry P. Mahoney  
D/L

STAT

Initiate a Recruitment Program and  
Develop a Student Intern Program

P&TS/OL

STAT

Establish a Configuration Management  
System

HOME/OL

STAT

~~Update on Cafeteria Renovation~~

HOME/OL

STAT

Improve Vendor Delivery

PD/OL

STAT

Status of External Buildings

RECD/OL

CLOSING REMARKS

Henry P. Mahoney  
D/L

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AGENDA

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

13 FEBRUARY 1985 - 0930 HOURS

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OPENING REMARKS

HENRY P. MAHONEY  
D/L

STAT

INITIATE A RECRUITMENT PROGRAM AND  
DEVELOP A STUDENT INTERN PROGRAM

P&TS/OL

STAT

ESTABLISH A CONFIGURATION MANAGEMENT  
SYSTEM

HOME/OL

STAT

IMPROVE VENDOR DELIVERY

PD/OL

STAT

STATUS OF EXTERNAL BUILDINGS

RECD/OL

CLOSING REMARKS

HENRY P. MAHONEY  
D/L

Office: OL/P&TS  
 Objective Statement: Initiate a recruitment program to ensure that OL is at authorized ceiling in all critical areas on 30 September 1985.  
 Responsible Officer:   
 Significant Funding Amount: \$ -- FY --  
 Quarter Ending: 31 December 1984

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify OL careerist who will serve as recruitment focal-point officer in P&TS.	0---	--X										
2. Develop a systemic program for tracking and follow-up of applicants from initial OL interest to in process by OP and EOD.			0X									
3. Actively recruit candidates for processing and eventual EOD in OL. (Progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)	0X---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Office: OL/P&TS  
 Objective Statement: Develop a student intern program as a recruitment tool  
 Responsible Officer:   
 Significant Funding Amount: \$ -- -- FY -- --  
 Quarter Ending: 31 December 1984

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Brief D/E OP student coordinator on proposed program.	OX											
2. Identify areas within OL where student interns could be utilized.		0---	X									
3. Contact/brief student programs officers at local universities on program.	OX-	-----		X---	X							
4. Prepare report to D/E OP regarding outlining intern program.		0-----				0						
5. Actively recruit intern candidates for processing and eventual EOD (progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)			0-----			0			0			0

Office: OL/HOME/CCMS  
 Objective Statement: Establish a Configuration Management System  
 Responsible Officer:   
 Significant Funding:  FY 85  
 Quarter Ending: 31 December 1984

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define the CM roles and responsibilities, levels of authority, and control elements within the CM function. (contractor)	OX											
2. Secure management approval to implement a configuration management (CM) system.		0-----X										
3. Identify CM boards and areas of responsibility for each board.			0---X									
4. Identify baseline documents to be controlled by the system.				0								
5. Set up CM staff organization:												
a. Define staff responsibilities					0							
b. Identify personnel and assign tasks					0							
6. Establish CM staff operating procedures.						0						
7. Convene boards and constitute authority:												
a. Approve charter and CM plan							0					
b. Place baseline documents under control							0					
8. Complete baseline documents.												0



Office: PD/OL  
 Objective Statement: Improve Vendor Delivery  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
 Quarter Ending: 31 December 1984

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Prepare paper on resources and actions needed. Initiate program for administering contracts in respect to vendor late deliveries.		0-----X										
2. Task IMSS and ODP to devote programming resources to restructure CONIF/ICS Data Base to produce late delivery data in useable format.			0-----0X									
3. Obtain D/OL approval to establish CA&SB. Prepare position descriptions. Obtain PMCD review.						0						
4. Identify and make ready space to accommodate CA&SB staff of five FT and eight PT employees.										0		
5. Develop list of "worst offender" vendors.				0X								
6. Pending full staffing of CA&SB, take corrective action with "worst offender" vendors.						0			0			0

<b>TRANSMITTAL SLIP</b>		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:  Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.  The Work Order No. should be used in any reference to the work requested.		
FROM: External Bldgs. Ops Br/RECD/OL		

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FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

## REQUEST FOR LOGISTICS SERVICES

85-0000

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION EBOB/RECD/OL

Service Requested:

Reconfigure the existing Vault Type Room (VTR), [redacted]  
 primary and secondary entrances [redacted] all in RECD  
 accordance with OS 55551 Memorandum attached.

DC

EX [signature]

SA

C/REB

RO

C/FengB

PE

2C/ [signature]

PE

FILE

Attachment

☒ Yes☐ No

Deadline Date, if applicable 4 FEB 1985

Justification:

COMP	ACTN	INFO
1. O&MB	✓	OB
2. ADS		
3. BSS		
4. CCMS		
5. CS		
6. M&CS		
7. [redacted]		
8. [redacted]		
9. IDC		

Special Considerations, if any:

Location where work is to be performed (room no. &amp; bldg.)

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requestin

(Dir., Off., &amp; Div.)

Tel.

28 January 1984

C/ODP/LOGS

Status External Buildings

Work Order No. : 85-0004  
Work Order Date : / /  
Date Logged EBOB : 09/20/85  
Work Requested : GSA major-amend for daytime cleaning in addition to original request - total of 3 day maids  
Location (Bldg/Rm #): Ames  
Requesting Component: DDA 0L  
Action to : GSA  
Action requested: Form 2957  
Date : 09/20/84  
Returned : / /  
Estimated Cost :  
Accepted (Y/N) :  
Work Completed : / /  
Cancelled : / /  
Total Cost : 5000.00  
Remarks :

Status External Buildings

Work Order No. : 85-0009  
Work Order Date : / /  
Date Logged EBOB : 10/02/84  
Work Requested : Request for VTR  
Location (Bldg/Rm #): Ames 821-825  
Requesting Component: DDA 0S  
Action to : Architect -  
Action requested: design  
Date : 10/29/84  
Returned : / /  
Estimated Cost :  
Accepted (Y/N) :  
Work Completed : / /  
Cancelled : / /  
Total Cost :  
Remarks : Design required

Status External Buildings

Work Order No. : 85-0012  
Work Order Date : 09/21/84  
Date Logged EBOB : 10/02/84  
Work Requested : repair venetian blinds  
Location (Bldg/Rm #): Ames 301D  
Requesting Component: DDS&T FBIS  
Action to :  
Action requested:  
Date : / /  
Returned : / /  
Estimated Cost :  
Accepted (Y/N) :  
Work Completed : 10/29/84  
Cancelled : / /  
Total Cost :  
Remarks :

Status External Buildings

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MEMORANDUM FOR:

Steve

As promised. The cover routing sheet that accompanied the draft HR to RPD/OIS is also attached, but I didn't include the 28 Jan memo from C/HOME (referred to in para 1 of the routing sheet).

Even with the more formal "regs jargon," maybe it'll be of some use.

STAT



Date

FORM 5-75 101 USE PREVIOUS EDITIONS

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed [ ] "Configuration Management"

FROM:

Chief, IMSS/OL

EXTENSION

NO.

DATE

1 Feb 85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DD/L

2.

3.

4.

C/RPD/OIS  
1105 Ames

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. For information and comments, if any, before forwarding to RPD/OIS for publication. Attached to your file copy is the 28 Jan memo from C/HOME, which you might find of interest.

4. For publication. The attached proposed HR has been prepared in coordination with and at the request of the Headquarters Operations, Maintenance, and Engineering Division, OL. Since it pertains only to the Headquarters Compound and/or Metropolitan Washington Area,

Questions may be directed to

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Next 4 Page(s) In Document Denied